

CFA APPLICATION PROJECT TEAM INSTRUCTIONS

Completion of the Project Team in its entirety is required, regardless of the source of funds. Failure to submit adequate information may delay the processing of the grant agreements, requests for funds and APR's. This has been provided as a fillable form; handwritten forms may be rejected and returned to the Recipient.

1. **Municipal Information**

- a. **Name**: Provide the official name of the Municipality
- b. **Co/Ci/TV**: Select from dropdown list if the Municipality is a County, City, Town, or Village
- c. **Address**: Please provide the official mailing address for the municipality; this must be the address where all official municipal correspondence is to be delivered.
- d. **Phone**: Provide general phone number with area code
- e. **County**: From dropdown list, select the County where municipality is located. Only counties with non-entitlement eligible municipalities are listed.
- f. **E-mail**: Please provide a general e-mail address
- g. **Website**: If available, please provide the official municipal website
- h. **EIN**: Please provide the Federal Tax or Employer Identification Number
- i. **UEI**: Please provide the Unique Entity Identifier (UEI) number; this is required for all municipalities. A UEI number can be obtained from [SAM.GOV](https://sam.gov).
- j. **CDBG#**: Please enter the CDBG project number for which this Project Team is being submitted for. A separate Project Team **MUST** be submitted for each CDBG funded project.
- k. **FY End**: Please provide the municipal Fiscal Year End Date, (month/date).

2. **Chief Elected Official**: The Chief Elected Official (CEO) is responsible for signing all official documents, agreements, contracts, etc., with OCR.

3. **Local Grant Contact**: This must be a municipal employee and **CAN NOT** be the Mayor, Supervisor, Chairperson, or any other Chief Elected Official.

4. **County/City/Town/Village Clerk**: Identify the County/City/Town/Village Clerk.

5. **County/City/Town/Village Treasurer or Chief Financial Officer**: Identify the County/City/Town/Village Treasurer or CFO. This person is responsible for submitting the Federal Assistance Expenditure (FAE) Report and handling audit questions. If the Recipient utilizes a bookkeeper, do not identify the individual here.

6. **Application Preparer**: Identify the application preparer.

7. **Fair Housing Officer**: Any Recipient of CDBG funds is subject to compliance with Fair Housing, a Fair Housing Officer must be identified. Refer to the OCR Grant Administration Manual *Chapter 5-General Provisions* for further information regarding Fair Housing.

THIS PERSON MUST BE IDENTIFIED AND IS REQUIRED REGARDLESS THE ACTIVITY BEING UNDERTAKEN.

8. **Section 3 Coordinator**: Any CDBG grant award to a municipality in excess of \$200,000 is subject to Section 3 Compliance, and the Recipient **MUST** identify a Section 3 Coordinator. Refer to the OCR Grant Administration Manual *Chapter 5-General Provisions* for further information regarding Section 3 compliance.